

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Projektname	Postkartenverwaltung
Support-Email und Downloadportal	support@pkv.thirsch.de http://pkv.thirsch.de ->Downloads -> Select operating System
Credentials	java version 6 is required. This Version can be downloaded on page http://www.java.com/de/download

Manual

Contents

Contents.....	1
Introduction	2
Installation.....	3-5
Macintosh Installation	3
Windows Installation.....	4
Master Data.....	5
Addressmagement	5-7
Cardmanagement.....	8-10
Transfermanagement	11
Mainwindow	11
Transfer.....	12
Statistics.....	13
Data Model	13
ExpiredCards.....	14
Country Statistics.....	15-16
User Statistics.....	17

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Indroduction

Inspired by post card exchange platform "Postcrossing.com" an archive for the management of received and sent postcards was created.

The postcrossing portal is an online platform (with non-commercial background) which enables people around the world to share their common hobby.

The project is described in detail on the website <http://www.postcrossing.com/about/DE> .

A registered user of the portal logs in, selects the button "send postcard" and gets a random address assigned by the system.

For this operation (hereinafter referred as transfer) an ID will be awarded to the address. The address of the recipient and sender are stored pending in this context (← würd ich rausnehmen, kann man im Englischen so nicht formulieren) in Postcrossing

Afterwards the postcard is sent on the regular postal way. It must include the ID to allow a clear assignment of the postcard to the automatical assigned receiver address.

Since many users exchange postcards for years and the possibility of repeated exchange with same persons is given, the idea of an archive software to manage all contacts and exchanged postcards (-motives), was born.

Postcrossing works of course without this archive software! But most Users manage the details of their transactions in writing or in excel.

The software solution does not have the task to adapt Postcrossing.com or to replace it, but amend Postcrossing.com and data archive. This includes for example the sender and the receiver, sent and received date of the card and the motive as scan:

The capture should include the sent (by a self-initiated transfers) and received (by another postcrossing user sent) cards.

Beside the postcard exchange via postcrossing (called "official"), additional agreements for exchange of cards in forums, skype, etc. have been established (called private swap). These cards can also be entered and archived by the archive software. The assignment of addresses for the official card exchange on postcrossing cannot be affected by the user and is done automatically by the system. The private exchange however is initiated only by two people directly.

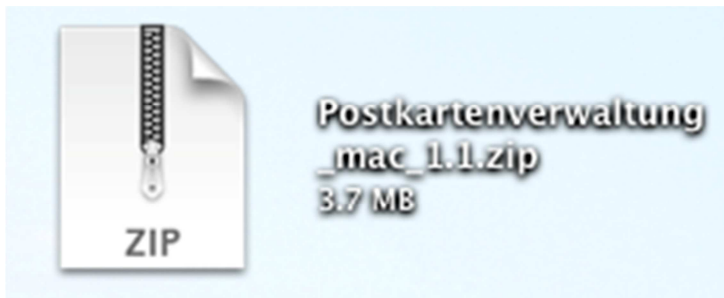
	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Installation

Installation for Macintosh

File is available from "<http://thirsch.pkv.de>-> Downloads ->Select Operating System(Macintosh) ->click on file ->download to the computer," to be downloaded".

In order to install the package it must be unzipped



After it's unzipped the file should be moved to „Applications“



If you want to execute the program, click on it.

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Installation for Windows

File is available from ["http://thirsch.pkv.de"](http://thirsch.pkv.de)-> Downloads ->Select Operating System(Macintosh) ->click on file ->download to the computer," to be downloaded"

In order to install the package must be unzipped

The following file needs to be opened by double clicking the .exe file.



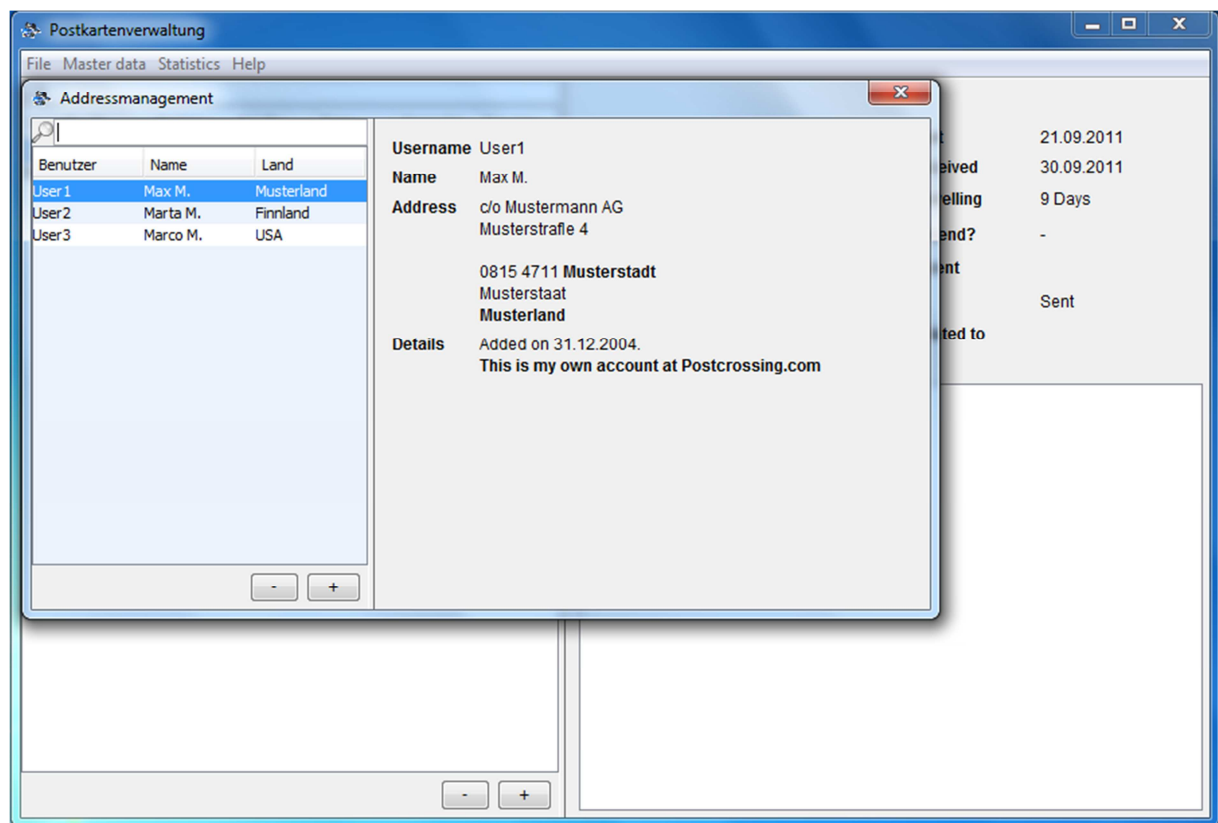
The program can be started from everywhere. It can also be placed directly on the desktop.

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Master Data

Address Management

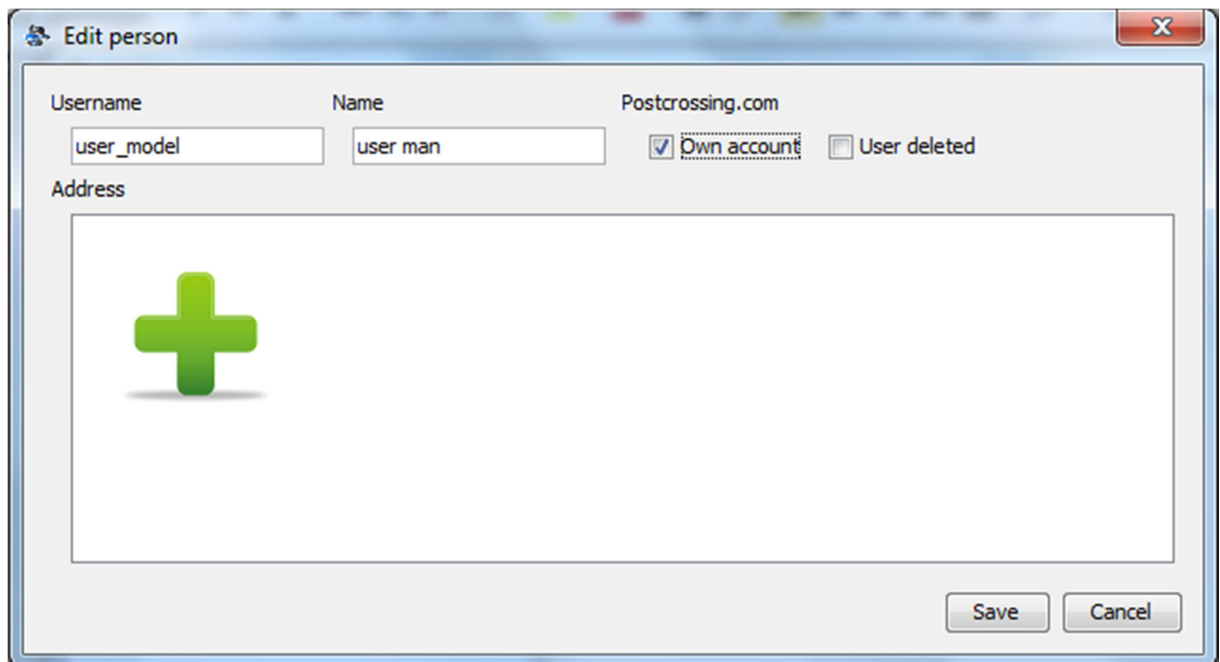
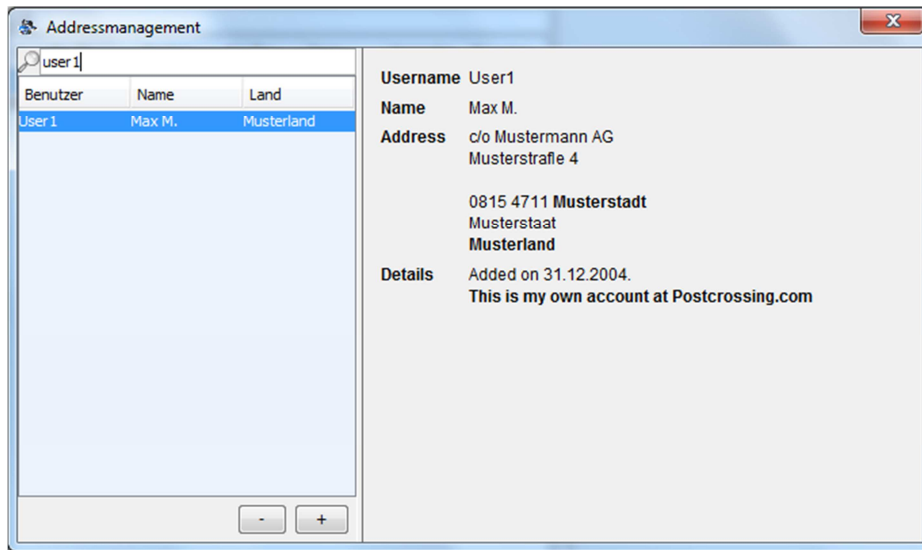
To create a new user, choose „Master Data“ -> „Address Management“ in the menu.



With the „+“ – sign a new user can be added.

In the search field of the „Address Management – Dialog“ user, name and country can be searched. For example, if “user 1” is entered in the search field only this user is shown in the table. The search function works for all columns.

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2



By marking „Own Account“ the program knows the account is one’s own account. The checkbox “User deleted” tells the program whether the user is deleted postcrossing.com or not. With the green “+”-characters you can add the address of the new created user.

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Edit address

City

Zip City

State

Country

Addressmanagement

Benutzer	Name	Land
User1	Max M.	Musterland
User2	Marta M.	Finnland
User3	Marco M.	USA
user_model	user man	user country

Username user_model
Name user man
Address user town 2
94469 user town
user state
user country
Details Added on 04.10.2011.
This is my own account at Postcrossing.com

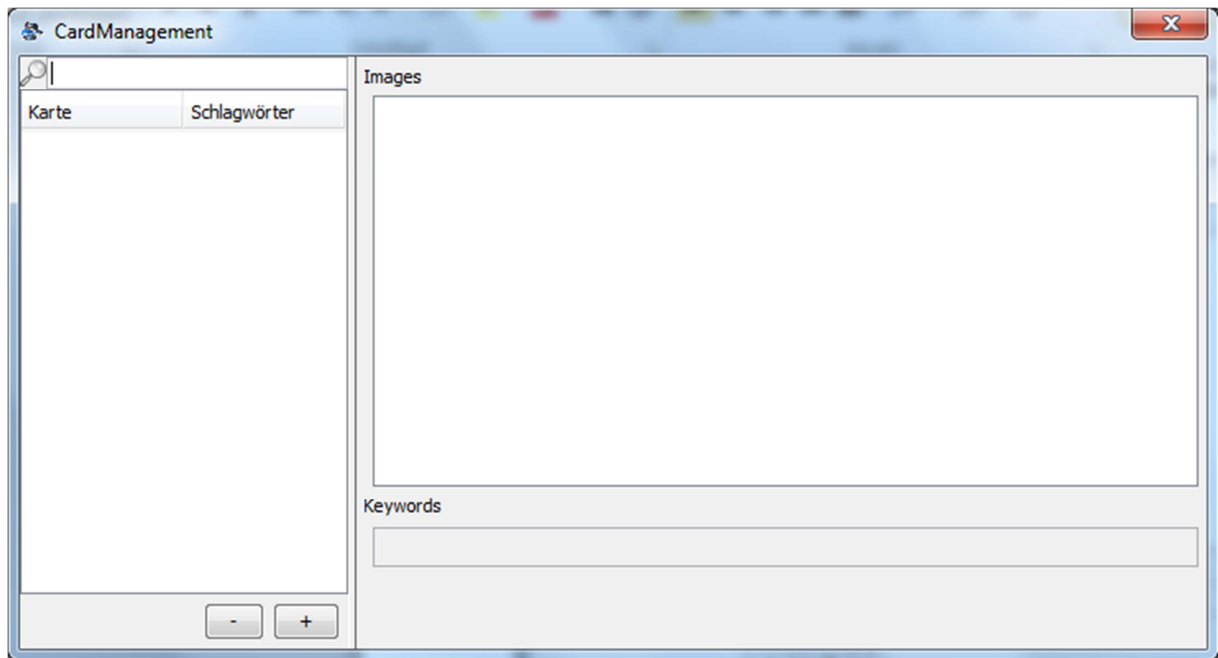
	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Card Management

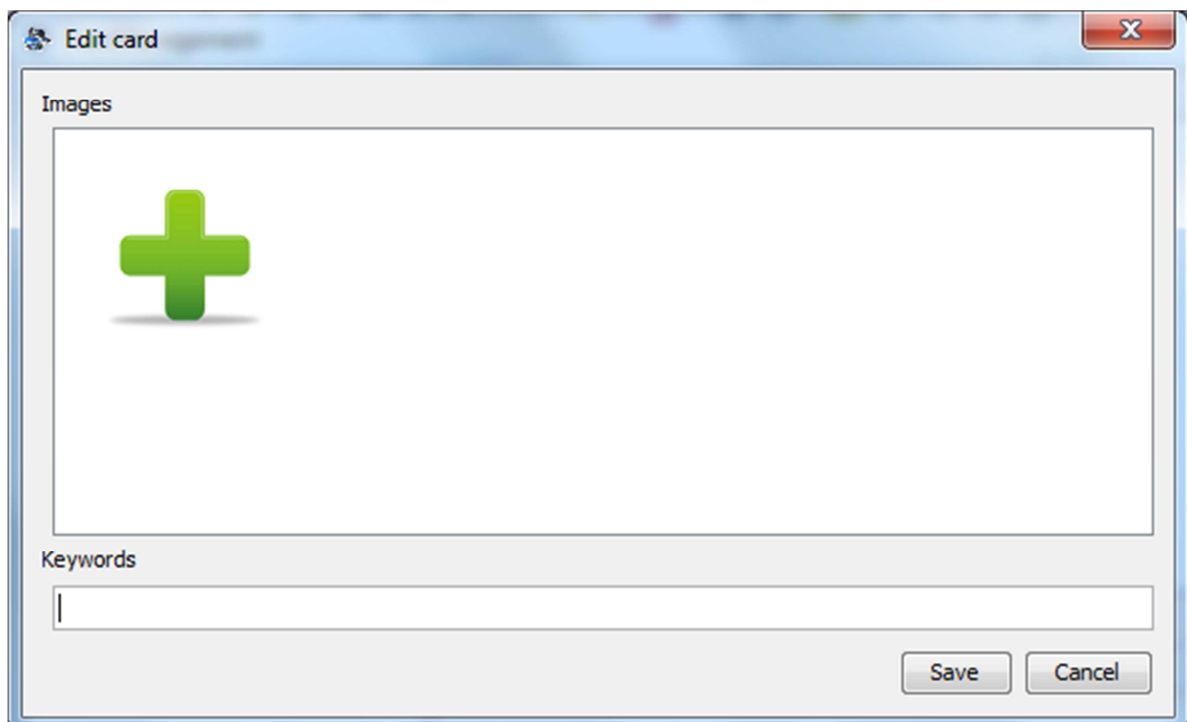
After sending the postcard, it can be stored in the program.

To store the card you have to scan it or upload it on different ways to the computer.

If you choose in menu „Master Data“ -> „Card Management“, a postcard can be stored in the program.



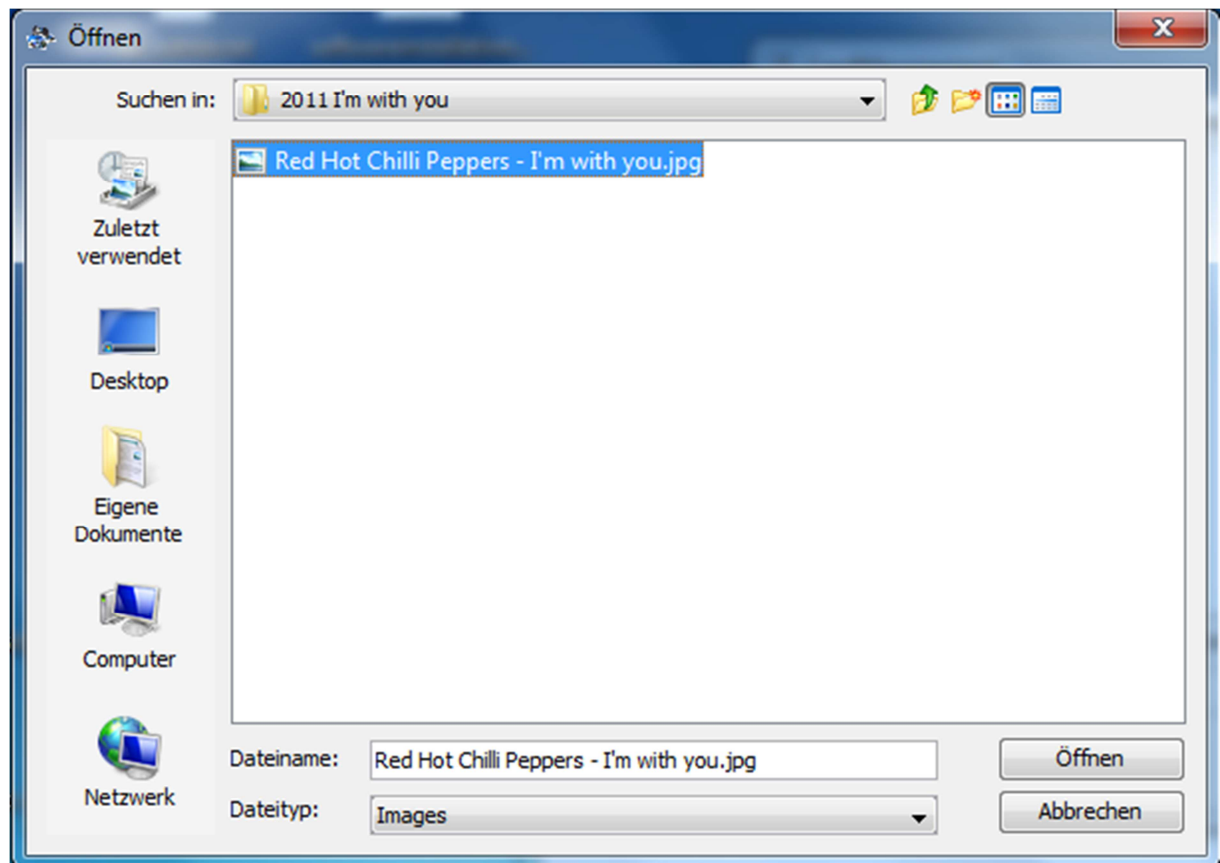
With the „+“ – sign the following window opens.



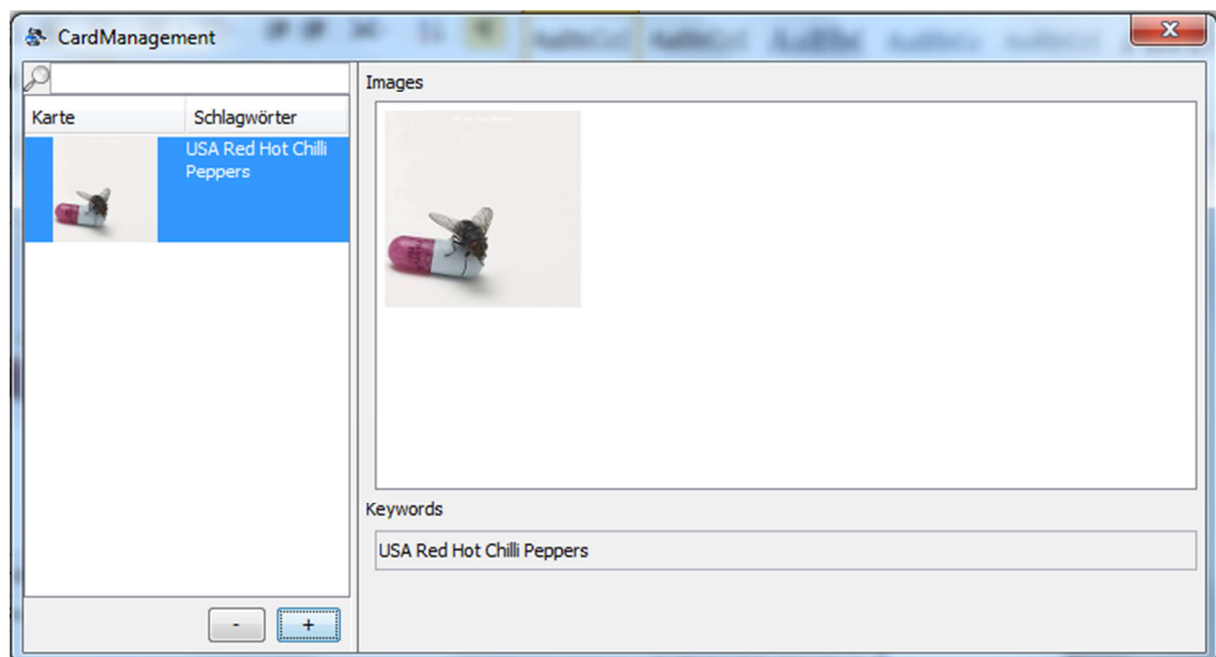
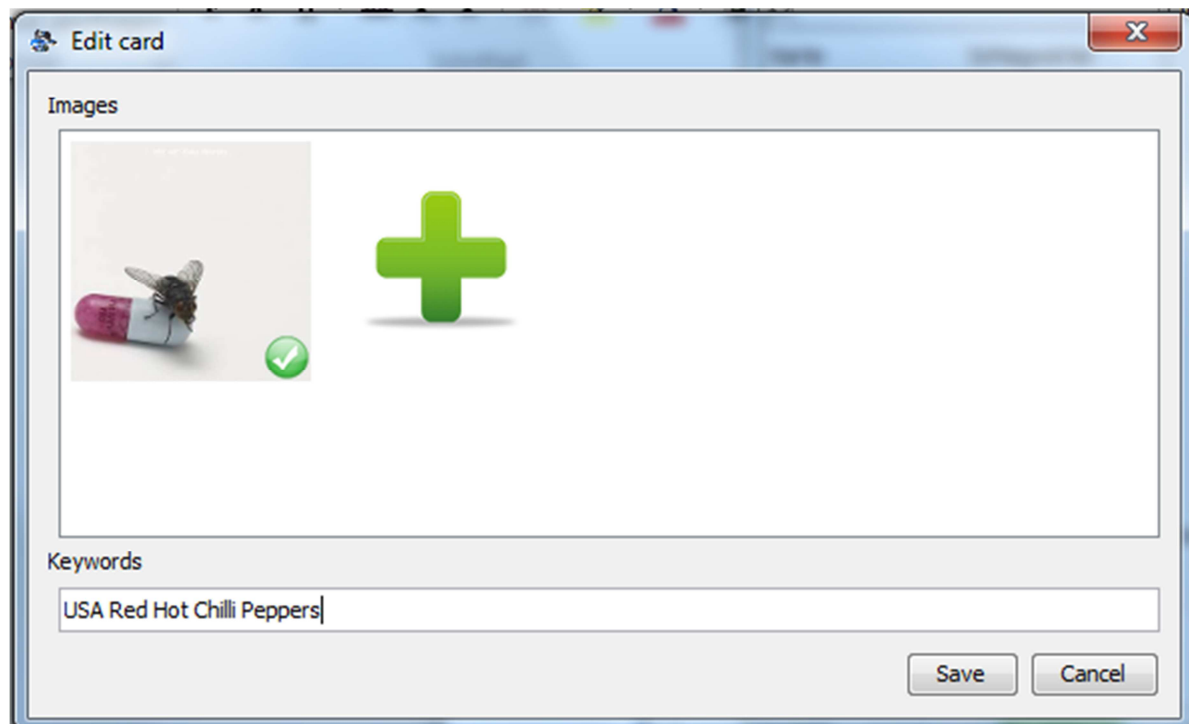
	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Under „Keywords“ you can specify the term, to find the card again, for example as „USA – User“.

With the green „+“ – character a file window opens. In this window a folder can be chosen . The card is stored in the window as well.



	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2



You can search for cards in the search field through a key word, e.g. "USA".

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Transfer Management

Main Window

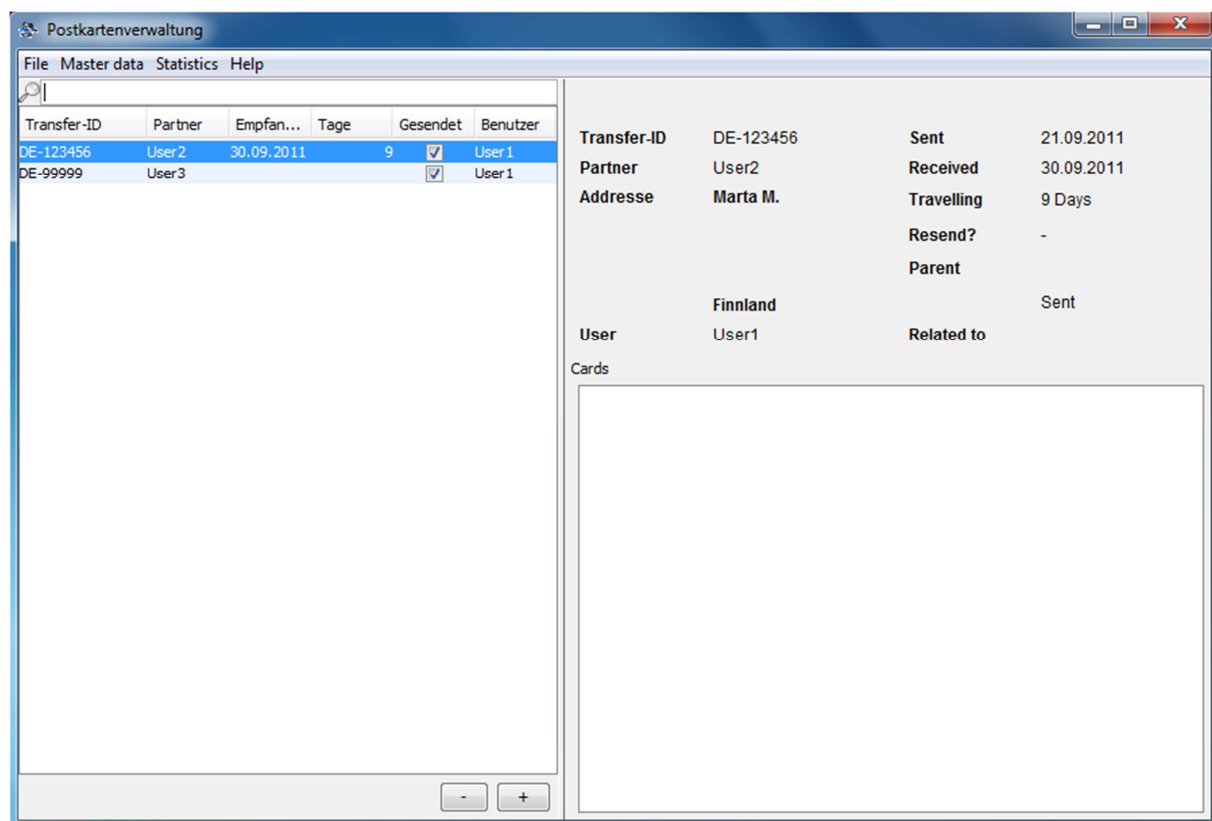
In the main window the transfers are managed.

Here you can get a quick overview about the sent and received cards with name and transfer ID.

The "Transfer_ID" is the ID, which is also shown on the postcard.

The "Partner" is the person, from whom one has received a postcard or to whom one sent the postcard. In column "DataReceived" it shows information whether you received a postcard from the partner.

Under "IsSent" you see whether the card is sent or not. In the column "User" you see the card sender.



With the „+“ – character you can add a transfer.

In field search you can search for Transfer-ID, Partner and User.

For example if "User" is entered only the blue marked data record is shown in the table.

The same procedure also works with the other fields.

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Transfer

In field „Private change“ it's marked whether the exchange is done through postcrossing.com or through private contacts, such as Skype or Email etc.

The “Transfer-ID” is set by postcrossing or is created by the program for private exchanges.

By clicking on the checkbox “Nick” you can choose Users who are marked with “Own Account”

In field “User” you can choose the Users with whom you stay in contact.

The field “Address field” is filled in automatically afterwards.

In field “sent” the date on which the postcard was sent appears.

In field “received” the date, on which the postcard returned, appears.

In field „Days“ the number of days appears, when the postcard was on it's way.

In field “expired” the expired date of the card appears.

The predecessor identifies the one from whom the last card of transfers was sent.

In field “Subject” you enter the medium, by which the “private change” was created, e.g. through Skype, Email etc.

The screenshot shows the 'Transfer edit' window with the following details:

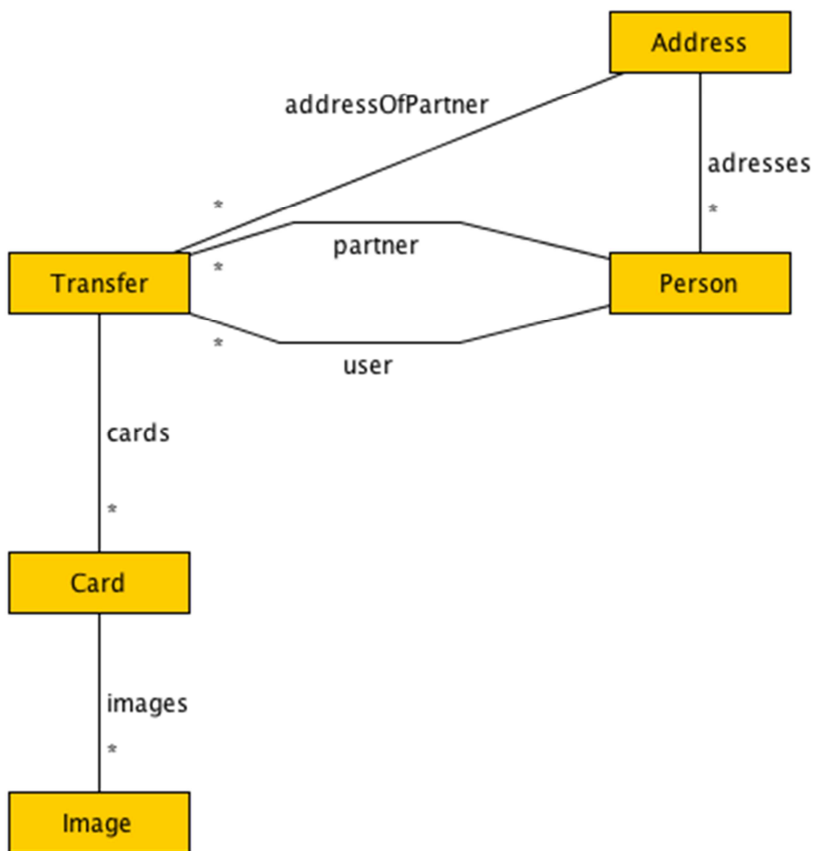
- Private swap:** **Sent:**
- Transfer-ID:** DE-123456
- User:** User1
- Partner:** User3
- Address:** Marco M.
USA
- Sent:** 01.09.2011
- Received:** 19.09.2011
- Travelling days:** 18
- Expired:** 18.09.2011
- Parent transfer:** -- No parent --
- Tag:** skype
- Related:** (empty field)
- Images:** A gallery showing a postcard with a butterfly and a green plus sign.
- Comments:** (empty text area)
- Buttons:** Save, Cancel

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

On the right side you can add the scanned postcard with „click“ on the green „+“- sign.
See card management on page 7.

Statistics

Data Model



The data model helps with the definition of own SQL-Statements.

There are 5 different tables (Address, Person, Transfer, Card, Image).

In the table "Person" all persons (sender + receiver) with name and username are entered.

In the table „Address“ the correspondend addresses are listed.

In the table "Transfer" the different transfers which happened are listed.

In the table "Card" the postcards are stored and the correspondend pictures are stored in the table "Image". To get an overview about all attributes (columns) of the table you can type in an "SQL-Statement" such as "SELECT * FROM Person".

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Expired Cards

Under „Statistics“ -> „Expired Cards“ a table which shows the expired postcards appears.
If more users are managed in the system you can see the expired postcards per user.

The screenshot shows a window titled "Expired statistics" with a tabbed interface. The active tab is "Overview". Below the tabs is a table with two columns: "Anzahl" and "Land".

Anzahl	Land
1	USA
---	---
1	Summe

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

Country Statistics

In index tap „Overview“ you can see the countries to which cards were sent or from which cards were received.

The following columns are described from right to left side.

In column „sent“ you see the number of cards which were sent to the different countries.

In column “%” you see the percentage of cards sent to one country.

In column “received” you see how many cards you received from one country.

In column “%” you see the percentage of cards received from one country.

In column “Sum” you see all received and sent cards.

In column „%“ you see the percentage of all cards.

The last line shows the sum of each single column.

The screenshot shows a window titled "Country statistics" with a tabbed interface. The "Overview" tab is active. The table below displays the following data:

Land	Gesendet	%	Empfangen	%	Gesamt	%
USA	2	100,00	0	0,00	2	100,00
---	---	---	---	---	---	---
Summe (alle)	2	100,00	0	100,00	2	100,00

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

The index tab „User User 1“ shows the country statistics for every single user.

The screenshot shows a window titled "Country statistics" with three tabs: "Overview", "User User 1", and "User user_model". The "User User 1" tab is active and displays a table with the following data:

Land	Gesendet	%	Empfangen	%	Gesamt	%
USA	2	100,00	0	0,00	2	100,00
---	---	---	---	---	---	---
Summe (alle)	2	100,00	0	100,00	2	100,00

	Autor	Name	Datum: 04.10.2011
	Robert Hauser	Manual - English	Version: 1.2

User Defined Statistics

The program selection „Statistics“ -> „User defined statistics“ can be used by well experienced users. You can create own SQL-Statements and can set up your own defined statistic.

The screenshot shows a window titled "Custom statistics" with a text input field containing the SQL query "Select * From transfer". Below the input field is an "Execute" button. The results are displayed in a table with the following columns: ID, PARENT_ID, TRANSF..., ISSENT, ISPRIVA..., USER_ID, PARTNE..., PARTNE..., TAG, RELATED, DATESENT, DATERE..., DATEEXP..., COMMENT, CREATED, and MODIFIED.

ID	PARENT_ID	TRANSF...	ISSENT	ISPRIVA...	USER_ID	PARTNE...	PARTNE...	TAG	RELATED	DATESENT	DATERE...	DATEEXP...	COMMENT	CREATED	MODIFIED
1		DE-123456	1	1	1	3		4skype		01.09.2011	19.09.2011	18.09.2011		21.09.2011	04.10.2011
2		DE-99999	1	1	1	3		4		21.09.2011				21.09.2011	21.09.2011